

UTAH DEPARTMENT OF TRANSPORTATION

**REQUEST FOR QUALIFICATIONS
(RFQ)**

**UDOT'S
RIGHT OF WAY SERVICES
&
LOCAL GOVERNMENT POOL**

**The Pool Is For Small and Non-Complex Right of Way Services
Under \$400,000 (cradle to grave)**

**POOL PERIOD
JULY 1, 2007 - JUNE 30, 2010**

Revised September 9, 2008

TABLE OF CONTENTS

Table of Contents.....	2
Pool RFQ Requirements Summary	3
Statement of Qualifications (SOQ) Requirements Summary.....	5
Pool Acceptance and Completion Criteria	7
Work Disciplines	10
Work Discipline Descriptions & Evaluation/Scoring Criteria	10
Acquisition Services (1)	11
Relocation Services, Non-Residential (2)	12
Relocation Services, Residential (3)	13
Complex Appraisal Services (4).....	14
Residential Appraisal Services (5)	15
Appraisal Review Services (6)	16
Lead Agent Services, Complex Projects (7)	17
Lead Agent Services, Non-complex Projects (8)	18
Title/Closing Services (9)	19

POOL RFQ REQUIREMENTS SUMMARY

Change to Pool Format

The Department has changed the format of the Right of Way Services and Local Government Pool (Pool) to an open format where consultants may submit Statements of Qualifications (SOQ's) at any time during a Pool period except during the period just before the pool expires.

The current Pool for the July 1, 2007 through June 30, 2010 period (2007-2010 Pool) was set up with the intent to only open the pool again in July 2010. However, the Department's funding for projects has increased significantly this past year and we anticipate it will increase in the future. Therefore, we are offering the opportunity to new consultants entering the Utah market to perform right of way services for the Department without waiting for the scheduled opening in July of 2010 for the 2010-2015 Pool.

Any consultants who are currently qualified in a Work Discipline are not required to resubmit their qualifications until the new pool is advertised for the next pool period of July 1, 2010 through June 30, 2015. The advertisement for the next Pool period will be issued in February 2010.

Semi-annual Evaluation of SOQ's

SOQ's submitted will be evaluated on a semi-annual basis by the Department. Firms will be evaluated to determine whether they are qualified in specific work disciplines based on work discipline specific SOQ's.

Any SOQ's received by **11:00 a.m. on January 15th and July 15th** will be evaluated during the months of February and August respectively. If considered qualified, the consultant will be eligible to be selected on March 1st and September 1st respectively.

Schedule of Deadlines

January 15, 2009 at 11:00 a.m.
July 15, 2009 at 11:00 a.m.
January 15, 2010 at 11:00 a.m.

No SOQ's will be accepted for the pool period of July 1, 2007 through June 30, 2010 after the January 15, 2010 11:00 a.m. deadline. The RFQ for the new pool period of July 1, 2010 through June 30, 2015 will be advertised in February 2010 with a new deadline in April 2010.

Pool Project Locations

Various locations statewide

Sources of Funding

Federal, Local, State or Other

RFQ Administrator

Gaye Hettrick, Consultant Services Manager
4501 S. 2700 W., 4th Floor
Box 148490
Salt Lake City, UT 84119-5998

801-965-4639

ghettrick@utah.gov (email contact for questions on RFQ process)

ROWSOQ@utah.gov (email contact for submittal of SOQ's)

Right of Way Service Program Questions

Karen Stein, Deputy Director of ROW

4501 S. 2700 W. 4th Floor

Box 148420

Salt Lake City, UT 84119-8420

801-965-4057

kstein@utah.gov (email contact for questions on Right of Way issues)

Electronic SOQ Submittal Required

- 1) Submit an electronic PDF file of the SOQ by email to Gaye Hettrick, Consultant Services Manager, ROWSOQ@utah.gov. You will receive an email acknowledgement of receipt.
- 2) If for some reason you are unable to email your submittal, a CD with SOQ files delivered to Consultant Services will be accepted.

Current Pool Period

July 1, 2007 through June 30, 2010

Open Pool Period

The Right of Way Division, having developed our Consultant Pool process guidelines as part of their Manual of Instructions, is opening the existing Pool for new qualified individuals to assist the Right of Way Division in maintaining a complete and qualified list of Consultants for UDOT and Local Government Entities to select from.

Note: The intent of this open Pool period is to allow new applicants the opportunity to submit qualifications. If qualified, the new applicants will be added to the existing pool which was originally opened July 1, 2005 and which will expire on June 30, 2010.

Additional Qualifications

The Right of Way Unit, UDOT and/or Local Government Project Managers reserve the right to ask for additional qualification information before a contractual agreement is signed with a Consultant (firm or individual) from the Pool list.

Financial Screening

The Right of Way Unit reserves the right to develop and include Financial Screening as part of their contracting/agreement process. Consultants may then be required to agree upon an annual hourly rate of pay.

Consultant Services Electronic Notification Subscription Service

Please join the Consultant Services Electronic Notification Subscription Service. Consultants will only be notified of any updates or changes to this RFQ through this service. The website for subscribing is <http://www.udot.utah.gov/go/subscriptionlist>.

SOQ REQUIREMENTS SUMMARY

Preparation of SOQ's

Prepare Statements of Qualifications in accordance with Utah Department of Transportation SOQ Requirements Summary. The Department strongly urges individuals to apply for each Work Discipline, if minimum qualifications can be met.

SOQ Sections

Each SOQ should contain the following sections:

- 1) Introduction Letter;
- 2) State Licenses/Certification/Training; and,
- 3) Qualifications/Experience.

Sections are not required to start at the top of a page. (NOTE: The Introduction Letter should not be submitted as a separate electronic file from the rest of the SOQ, it should be the first page in the electronic file.)

Introduction Letter

The letter addressed to Karen Stein, Deputy Director of Right of Way Services, will need to identify that the Consultant or Contractor:

- 1) Has read the RFQ;
- 2) Understands the acceptance and completion criteria, submittal and financial screening requirements;
- 3) Understands the Pool Project and Consultant or Contractor Caps/Limits;
- 4) Is willing to follow all state and federal contracting requirements;
- 5) Understands that policy & procedures & processes may change during the Pool Period and that UDOT will require Consultant and Contractor compliance that may mean proactive and positive behavior while change is taking place;
- 6) Interest in UDOT & Local Government project success;
- 7) Career highlights in Work Discipline;
- 8) Disclosure of any Real Estate Division License Review or Disciplinary Action taken in any form during last 5 years of career; and,
- 9) Certification, License and other information (number, expiration date, state etc.).

In addition, the letter is required to:

- 1) Include a **contact person and information** (name, title, office phone, fax number, address, **email** address, cell phone) in case our Pool Selection Team has questions about the submittal;
- 2) Include in the upper right hand corner the **Work Discipline Name**. No page number is required on letter. The letter may only be **one-page** in length; and,
- 3) Disclose any debarment or license issues and/or investigations along with any UDOT Project Evaluations Received that included a score of zero or one in any category.

Separate SOQ Submittal Required for **Each** Work Discipline

A separate SOQ submittal is required for each Work Discipline you are interested in submitting for. The **Work Discipline Name** should be clearly marked in the upper right hand corner of the Introduction Letter.

SOQ Maximum Number of Pages

The maximum number of pages for each SOQ, not counting the Introduction Letter, is **ten (10)**

Any SOQ that exceeds the page-maximum will be considered non-responsive and disqualified.

SOQ Page Numbers

Every page shall be numbered consecutively, 1,2,3, ... 10. Please make this part of each page as a footer in the lower right hand corner. Do NOT count the Introduction Letter as page 1.

Page Footers

Page Footers are required on every page bottom right corner and must include the following information:

- 1) Consultant/Contractor Name (Individual or Firm);
- 2) Work Discipline Title; and
- 3) Page number.

Margins

One Inch Margins for all 10 pages (Page Footer information may be inside or outside of this boundary).

Color

Submittals should be in black and white (excluding letterhead).

Font

Size 11 or 12 is preferred.

Script

Arial or Times New Roman is preferred.

Page Size

8½ x 11

Design

Charts, graphs, pictures, tables are acceptable but will be counted as part of page requirements and shall meet the above requirements.

Penalty Points

The Department reserves the right (through Consultant Services and/or the Selection Teams) to assess one Penalty Point for each instruction violation in the SOQ Requirements Summary. Our goal is not to penalize any submittal just help standardize/streamline the Pool Review Process for the Pool Selection Teams.

POOL ACCEPTANCE AND COMPLETION CRITERIA

Pool Acceptance and Completion Criteria

The Right of Way Division reserves the right to develop and mandate new requirements as deemed allowable by UDOT, FHWA and other operational requirements, or mandated by state or federal statutes.

Contract Caps/Consultant Limits

It is the responsibility of all parties (UDOT, Consultants, and Local Governments) to make sure that each project seeking Consultant selection from the Pool meets the **Project Limit of \$400,000 (cradle to grave)** and the Consultant Pool Period Cumulative Cap of **\$900,000 for Local Government Projects** and **\$1,250,000 for State Projects**. No exceptions.

Work Disciplines

A Pool of qualified Consultants or Contractors (firms or individuals) will be selected to cover each area of service (Work Disciplines) the Department deems necessary for upcoming projects. Project Managers are encouraged to use the 50% Scope of Work/Work Plan Rule which will help them determine what Work Discipline to check when selecting a Consultant.

Prime Consultant Requirements

Pool Contract Language states that a Prime Consultant will perform **60%** of the total contract value. Any variation from this procedure will need to be noted in the UDOT's Project Manager Approval Memo so that the contract language may be altered.

Prime Consultant Pool Dollar Availability

All contract and modification costs (including subconsultant costs) will count towards the Prime Consultant's Cumulative Pool Dollars.

Consultant Selection

The selecting Project Managers will make sure that each Consultant selected for a Right of Way Pool Contract has the following contracting status available prior to contacting the Consultant:

- 1) Pool Dollar Availability; and
- 2) Consultant Cumulative Dollar Availability.

Consultant Services Current Contract and/or Modification Requirements

The Department requires standard contract and contract modification documentation. Any variation from this will require full justification in the Consultant's Work Plan and in the Project Manager's Approval Memo. Please contact the Director of Right of Way for more information regarding what information is required for Right of Way Services Contracts/Agreements. **Right of Way has developed criteria and/or ratings criteria for right of way service and guidelines regarding contracts that will include a specific scope of work for each assignment to a consultant/contract agent. Please contact the Director or Deputy Director of ROW for more information.**

Insurance Requirements

The Department reserves the right to require all Consultants and Subconsultant(s) selected for Pool Projects to meet certain insurance requirements. These requirements may change throughout the Pool period according to the need and direction of the Department. It is the responsibility of the Consultant to meet the insurance requirements of the Department. Insurance Waivers may be requested through the UDOT Project Manager in writing who will then submit the request to Risk Management and Consultant Services for approval.

Applicable Federal, State, and Local Regulations

It is the responsibility of Consultants and Subconsultants to know and understand state and federal contracting and project regulations, rules, policies and procedures. Consultants and Subconsultants shall conform to all state, federal, and Right of Way operational requirements.

Consultant Personnel/Certification Requirements

The Consultant guarantees the Department that every individual working for them is qualified through training, experience, and appropriate certification for the tasks they will be assigned for a contract or contract modification. If the Department has determined that non-professional technical people who may work on projects for the Department must meet certain certification requirements it must be reflected in each SOQ that the Consultant has met this requirement.

Authorization to Begin Work

Right of Way is the only authorized agent to give a Notice to Proceed for all Right of Way Services Contracts. This may come via e-mail or fax and will then be followed through by an official letter.

Consultants may request an early Notice of Intent to Contract with the UDOT ROW Lead Agent or the UDOT Project Manager in writing if a specific incident arises where UDOT needs to allow work to begin prior to a NTP. The UDOT Project Manager is then required to submit this request in writing justifying and supporting the request to the Director of Right of Way.

Note: For Right of Way Services Contracts, if an early Notice of Intent to Contract is given, it will come from the Director of Right of Way (or authorized person) in writing with specific limitations and expectations for the Consultant and the UDOT Project Manager. Violation of authorization to begin work (Notice to Proceed) may result in non-payment of work performed, termination of an impending contract, or loss of federal funds, if applicable. Consultant billings shall not date prior to contract and/or modification execution date.

Payments and Retainage Fee

As needed, UDOT ROW reserves the right, to retain 5% of the contract amount. Project Managers, the Right of Way Lead Agent, or other Right of Way Manager shall determine when partial and/or full retainage should be released to a Consultant. Consultant Services and the Comptrollers Office suggest that a project evaluation be executed (UDOT and Consultant Signature) prior to the written release of retainage request being submitted.

Project Evaluation Requirements

The Right of Way unit will monitor and evaluate consultants using the established ratings criteria for each service. Consultant cumulative ratings will be evaluated as part of the Right of Way close out process once all right of way has been cleared for a project. Please contact the Director of Right of Way for more information.

Consultant Project Evaluation Form

As described in the UDOT Right of Way Operations Manual, Consultants who receive unsatisfactory ratings based on the established ratings criteria may be debarred from future UDOT or Local Government Projects from 6 months to 3 years. Therefore, evaluations and the quality of work performed by the Consultant should be taken very seriously.

Debarment Certification

Federal Regulations require certification by prospective participants (including consultants, contractors, subcontractors, and principals) as to current history regarding debarment, eligibility,

indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions on every contract. Consultants are required to divulge current (last 5 years) debarment or license investigation information, if applicable, in their Pool Introduction Letters.

Note: Consultants who are debarred from working in the current Pool Period will receive a letter from Right of Way Services and a copy of the Consultant Project Final Evaluation. The firm or individual name will then be redlined on the UDOT Pool List (by Right of Way) to notify Project Managers and Local Government Entities that no new work can be given to this firm/individual until the debarment time is over. Consultants should contact the Director of Right of Way for information regarding a Debarment Appeals Process.

Pool Debriefing Opportunities

Right of Way Unit may offer Consultant Pool Debriefs by email within 90 days of receiving an email request. Debriefing information will include 1) Discipline Scores and 2) Not Qualified ("0") Selection Team Reviewer Comments. Please contact the Deputy Director of Right of Way for more information.

Training Requirements

Consultants and Subconsultants will be required to provide the Department any necessary training verification as deemed necessary. It is the responsibility of each Consultant to know what training will be required and when it is offered.

Disclosure and Disposition

Statements of Qualifications of successful Consultants shall be open to public inspection for a period of **three** years after the Pool selection is made. Once submitted, Statements of Qualifications become the property of Utah Department of Transportation and are treated as privileged documents (this includes scores and comments) and will be handled according to Department Policies. Please contact the Director of Right of Way for more information.

Pre-award Audit

In the event that a proposing consultant has failed to pay UDOT monies due to the Department for over payment on past projects, UDOT has the right to reject and/or disqualify the firm's Statement of Qualifications. Disqualification will be based on the audit findings, determinations, and recommendations made by the Department's authorized agent.

Technology Requirements

It is the responsibility of the Consultant/Contractor or Subconsultant to know what technology requirements are required when doing business with the State. The Consultant will be responsible for the accuracy of the translated data and therefore, may be required to reimburse the Department for any errors that have a direct cost to the Department. Please contact the Deputy Director of Right of Way for more information.

**RIGHT OF WAY SERVICES WORK DISCIPLINES
(FOR 2007-2010)***

#	WORK DISCIPLINE TITLES	INDIVIDUAL OR FIRM SUBMITTALS
1	Acquisition Services	Individual or Firm
2	Relocation Services, Non-Residential	Individual or Firm
3	Relocation Services, Residential	Individual or Firm
4	Complex Appraisal Services	Individual
5	Residential Appraisal Services	Individual
6	Appraisal Review Services	Individual
7	Lead Agent Services, Complex Projects	Individual or Firm
8	Lead Agent Services, Non-Complex Projects	Individual or Firm
9	Title/Closing Services	Firm

* Consultants who have already qualified in a work discipline will not need to resubmit to continue to be considered qualified.

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #1

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X 1 =	
2	State Licenses/Certification/Training	20		X 4 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
Note: If a Selection Team Reviewer rates a Consultant “ Not Qualified = 0 ”, the Reviewer will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.					

ROW WORK DISCIPLINE - #1

Heading	Acquisition Services Applicants in this category shall perform complex Acquisition Service assignments. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. In order to qualify for this Work Discipline you must show qualifications in each area below.
1	Introduction Letter ➤ See Instructions – Page 5
2	State Licenses/Certifications/Training ➤ RE License – Not Required. (Effective May 5, 2008) ➤ Notary – required before work can be performed as an acquisition agent ➤ Certification (IRWA or Other) – considered but not required ➤ Understanding of applicable state and federal laws and implementing regulations – recommended. (See: Federal Uniform Relocation Act, Utah State Code Section 57-12, Code of Federal Regulations sections 49 CFR Part 24 and 23 CFR Part 10.) ➤ Training/Seminars – Applicable training is required (List <u>applicable</u> training successfully completed and/or applicable seminars attended, include the date/location of each class or seminar).
3	Qualifications/Experience Consultant, Local Public Agency work, or work experience with a State Agency etc. Include the following: ➤ References (Contact Information – address, office/cell phone, fax, e-mail). ➤ Date(s) of Service. ➤ Description of Work Performed including format of work submitted. (Your experience as a staff or consultant acquisition agent may be rated based on past experience with UDOT as well as on the information you include with this submission.) If applicable, submit a sample of your work. (Please note: your entire response including this section, is limited to 10 pages as noted on page 5 of this RFQ).

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #2

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X 1 =	
2	State Licenses/Certification/Training	20		X 4 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
Note: If a Selection Team Reviewer rates a Consultant “ Not Qualified = 0 ”, the Reviewer will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.					

ROW WORK DISCIPLINE - #2

Heading	Relocation Services, Non-Residential Applicants in this category shall perform complex Relocation Services, for Non-Residential Relocation assignments in compliance with applicable state and federal laws & regulations. In order to qualify for this Work Discipline you must show qualifications in each area below.
1	Introduction Letter ➤ See Instructions – Page 5
2	State Licenses/Certifications/Training ➤ RE License (recommended but not required) ➤ Certifications or Designations (IRWA or Other) (highly recommended but not required) ➤ Training/Seminars (Applicable Training is Required) List applicable training successfully completed and or applicable seminars attended, include the date of each class or seminar.
3	Qualifications/Experience Consultant, Local Public Agency work, or work experience with a State Agency etc. Include the following: ➤ References (Contact Information – address, office/cell phone, fax, e-mail) ➤ Date(s) of Service ➤ Description of Work Performed Your experience as a staff or consultant relocation agent may be rated based on past experience with UDOT as well as on the information you include with this submission. (If applicable, submit a sample of your work. (Please note: your entire response including this section, is limited to 10 pages as noted on page 5 of this RFQ).

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #3

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X 1 =	
2	State Licenses/Certification/Training	20		X 4 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
Note: If a Selection Team Reviewer rates a Consultant “ Not Qualified = 0 ”, the Reviewer will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.					

ROW WORK DISCIPLINE - #3

Heading	Relocation Services, Residential Applicants in this category shall perform Relocation Services, Residential Relocation assignments in compliance with applicable state and federal laws and regulations. In order to qualify for this Work Discipline you must show qualifications in each area below. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. In order to qualify for this work discipline you must show qualifications in each area below.
1	Introduction Letter ➤ See Instructions – Page 5
2	State Licenses/Certifications/Training ➤ RE License –(highly recommended but not required) ➤ Certifications (IRWA or Other) – (highly recommended, not required) ➤ Training/Seminars – (applicable training is required) List applicable training successfully completed and/or applicable seminars attended, include the date of each class or seminar.
3	Qualifications/Experience Consultant, Local Public Agency work, or work experience with a State Agency etc. Include the following: ➤ References (Contact Information – address, office/cell phone, fax, e-mail) ➤ Date(s) of Service ➤ Description of Work Performed (Your experience as a staff or consultant relocation agent may be rated, based on past experience with UDOT, as well as on the information you include with this submission). If needed, include a sample relocation study or report or sufficient information to demonstrate your ability to successfully perform this service (Please note: your entire response including this section, is limited to 10 pages as noted on page 5 of this RFQ).

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #4

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X 1 =	
2	State Licenses/Certification/Training	20		X 4 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
Note: If a Selection Team Reviewer rates a Consultant “ Not Qualified = 0 ”, the Review will be required to submit detailed comments on the Consultant's Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.					

ROW WORK DISCIPLINE - #4

Heading	Complex Appraisal Services Applicants in this category perform Complex Appraisal assignments of both partial and total of properties. The Appraiser must be proficient and knowledgeable of ROW Appraisal techniques and methods and be able to demonstrate that they have successfully appraised such properties. Applicants must hold Certified General Appraiser License from the State of Utah. In order to qualify for this Work Discipline you must show qualifications in each area below.
1	Introduction Letter ➤ See Instructions – Page 5
2	State Licenses/Certifications/Training ➤ Certified General Appraisal License From Utah - minimum requirement ➤ Designations (considered but not required.) ➤ Certifications (IRWA or other) – (considered but not required.) ➤ Training/Seminars – (Applicable Training is Required) Include a statement or summary of your education background, courses successfully completed, and seminars attended. Maximum points will be awarded for education in right of way/eminent domain appraising. Include the date, at least the year, of each class or seminar.
3	Qualifications/Experience Summarize your appraisal experience in the following categories: appraisal, appraisal review, expert witness, consulting services, etc. ➤ References (Contact Information – address, office/cell phone, fax, e-mail) ➤ List of Applicable Clients ➤ Date(s) of Service ➤ Description of Work Performed (Your experience as a staff or consultant appraiser may be rated based on past experience with UDOT as well as on the information you include with this submission). Please submit a copy of a Before and After Summary of values from an appraisal or appraisal problem demonstrating your knowledge of eminent domain appraisal practices under the applicable state and federal rules, (Please note: your entire response including this section, is limited to 10 pages as noted on page 5 of this RFQ).

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #5

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X 1 =	
2	State Licenses/Certification/Training	20		X 4 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
Note: If a Selection Team Reviewer rates a Consultant “ Not Qualified = 0 ”, the Review will be required to submit detailed comments on the Consultant's Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.					

ROW WORK DISCIPLINE - #5

Heading	Residential Appraisal Services Applicants in this category perform Residential Appraisal Service assignments consistent with total acquisitions of residential dwellings of one to four family units. Appraisers in this category are NOT allowed to complete assignments involving partial acquisitions requiring before and after valuations. The applicant must hold either a Certified General Appraiser or Certified Residential Appraiser license from the State of Utah. In order to qualify for this Work Discipline you must show qualifications in each area below.
1	Introduction Letter ➤ See Instructions – Page 5
2	State Licenses/Certifications/Training ➤ Certified Residential Appraisal License From Utah – (minimum requirement), or ➤ Certified General Appraisal License From Utah ➤ Designations (considered but not required) ➤ Certifications (IRWA or Other), (considered but not required). ➤ Training/Seminars – (Applicable training is required) Include a statement or summary of your education background, courses successfully completed and seminars attended. Maximum points will be awarded for education in right of way/eminant domain appraising. Include the dates (at least the year) of the training.
3	Qualifications/Experience Summarize your appraisal experience in the following categories: appraisal, appraisal review, expert witness, consulting services etc. ➤ References (Contact Information – address, office/cell phone, fax, e-mail) ➤ List of Applicable Clients ➤ Date(s) of Service ➤ Description of Work Performed (Your experience as a staff or consultant appraiser may be rated based on past experience with UDOT as well as on the information you include with this submission). If needed provide a sample appraisal or excerpt from an appraisal which demonstrates your knowledge and or experience in residential appraising, (Please note: your entire response including this section, is limited to 10 pages as noted on page 5 of this RFQ).

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #6

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X 1 =	
2	State Licenses/Certification/Training	20		X 4 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
Note: If a Selection Team Reviewer rates a Consultant “ Not Qualified = 0 ”, the Review will be required to submit detailed comments on the Consultant's Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.					

ROW WORK DISCIPLINE - #6

Heading	Appraisal Review Services Applicants in this category perform Appraisal Reviews of both partial and total acquisitions of properties. The Appraiser must be proficient and knowledgeable of Right of Way Appraisal techniques and methods and be able to demonstrate that they have successfully reviewed such appraisals. Applicants must hold a Certified General Appraiser license from the State of Utah. Applicants for this Work Discipline must also apply and be qualified for Complex Appraisal Services. In order to qualify for this Work Discipline you must show qualifications in each area below.
1	Introduction Letter ➤ See Instructions – Page 5
2	State Licenses/Certifications/Training ➤ Certified General Appraisal License from Utah – (minimum requirement) ➤ Designations (Considered but not required) ➤ Certifications (IRWA or Other) (Considered but not required) ➤ Training/Seminars – (Applicable Training is Required) Include a statement or summary of your education background, courses successfully completed and seminars attended. Maximum points will be awarded for education in right of way/eminent domain appraising.
3	Qualifications/Experience Summarize your appraisal experience in the following categories: appraisal, appraisal review, expert witness, consulting services etc. ➤ References (Contact Information – address, office/cell phone, fax, e-mail) ➤ List of Clients (Limited to Applicable Experience.) ➤ Date(s) of Service ➤ Description of Work Performed (Your experience as a staff or consultant appraiser or review appraiser may be rated based on past experience with UDOT as well as on the information you include with this submission). Please include a copy of a Summary of Values which includes a Before and After Summary of values from an appraisal or appraisal problem demonstrating your knowledge of eminent domain appraisal practices under the applicable state and federal rules, (Please note: your entire response including this section, is limited to 10 pages as noted on page 5 of this RFQ).

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #7

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X <u>1</u> =	
2	State Licenses/Certification/Training	20		X <u>4</u> =	
3	Qualifications/Experience	25		X <u>5</u> =	
Total Points		50			
Note: If a Selection Team Reviewer rates a Consultant “ Not Qualified = 0 ”, the Review will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.					

ROW WORK DISCIPLINE - #7

Heading	Lead Agent Services, Complex Projects Applicants in this category shall perform Lead Agent Services, Complex Project assignments as the ROW Manager/Lead Agent for complex projects, including but not limited to Design Bid Build, Design Build & CMGC Projects for UDOT and/or Local Government projects, which may include complex relocation services, multiple acquisitions of commercial and or mixed-use properties and other complex ROW issues. The Lead Agent in this service may be required to manage a staff or team of ROW professionals and will have documented experience with scheduling and budgeting in order to fully manage the ROW process from ROW design to ROW clearance.
1	Introduction Letter ➤ See Instructions – Page 5
2	State Licenses/Certifications/Training ➤ RE License (Not required). ➤ Notary (Not Required) ➤ Certifications (IRWA or Other) (Not Required) ➤ Designations (MAI, SR/WA) (Not Required) ➤ Training/Seminars (Required) List applicable training with dates of each course successfully completed and or seminars attended. Include the dates of the training courses or seminars.
3	Qualifications/Experience ➤ References (Contact Information – address, office/cell phone, fax, e-mail) ➤ Date(s) of Service ➤ Description of Work Performed including the name of the project, size of the project, complexity of the project, (I.E. the number and type of properties acquired, number of displacees relocated; by household or business, number of properties managed, number of right of way agents supervised, type of work those you supervised performed for the project and the length of time it took to clear the right of way etc.) ○ Include a sample of a Project Management Plan or “Action Plan” for a project you or your firm has successfully managed. (Your experience as a “lead agent” may be rated based on past experience with UDOT as well as on the information you include with this submission). (Please note: your entire response including this section, is limited to 10 pages as noted on page 5 of this RFQ).

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #8

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X 1 =	
2	State Licenses/Certification/Training	15		X 3 =	
3	Qualifications/Experience	30		X 6 =	
Total Points		50			
Note: If a Selection Team Reviewer rates a Consultant “ Not Qualified = 0 ”, the Review will be required to submit detailed comments on the Consultant's Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.					

ROW WORK DISCIPLINE - #8

Heading	Lead Agent Services, Non-Complex Projects Applicants in this category shall perform non-complex Lead Agent Service assignments for uncomplicated projects (UDOT projects or Local Government Projects) that can be performed by an independent Lead Agent. Examples of non-complex projects include intersection projects, projects with few or no relocations, and projects that can be easily managed by an individual Lead Agent. The Lead Agent in this service may be required to manage a team of ROW professionals and will have documented experience with scheduling and budgeting in order to fully manage the ROW process from ROW design to ROW clearance for non complex projects.
1	Introduction Letter ➤ See Instructions – Page 5
2	State Licenses/Certifications/Training ➤ RE License (not required) ➤ Designations (considered but not required) ➤ Certifications (IRWA or Other) ➤ Training/Seminars List applicable training with dates of each course successfully completed and or seminars attended.
3	Qualifications/Experience ➤ References (Contact Information – address, office/cell phone, fax, e-mail) ➤ Dates of Service ➤ Description of Work Performed <ul style="list-style-type: none"> ○ Include the name of the project, size of the project, complexity of the project, (i.e., the number and type of properties acquired, number of displacees relocated by household or business, number of properties managed, number of right of way agents supervised, work performed by the agents supervised for the project, and the length of time it took to clear the right of way, etc.) Include a sample of a project management plan or “Action Plan” for a project you have managed or plan to manage as a “lead agent”. The plan must include an all-inclusive preliminary Right of Way cost estimate and a staffing resource plan. Your experience as a “lead agent” may be rated based on past experience with UDOT as well as on the information you include with this submission (Please note: your entire response including this section, is limited to 10 pages as noted on page 5 of this RFQ).

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #9

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X 1 =	
2	State Licenses/Certification/Training	15		X 3 =	
3	Qualifications/Experience	30		X 6 =	
Total Points		50			
Note: If a Selection Team Reviewer rates a Consultant “ Not Qualified = 0 ”, the Review will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.					

ROW WORK DISCIPLINE - #9

Heading	Title and Closing Services This service is open to Full Service Title/Escrow Agencies only. Qualified Agencies shall provide UDOT or Local Government Agencies all typical title closing/escrow services.
1	Introduction Letter ➤ See Instructions – Page 5
2	State Licenses/Certifications ➤ Title Insurance Agency shall be licensed in the State of Utah. ➤ Please list any staff with specialized licenses/ certifications (Include the job title and licenses or certifications held by each staff person listed).
3	Qualifications /Experience ➤ Add any other qualifications that explain and support the qualifications and experience of the firm and its staff. ➤ Consultant, Local Public Agency work, or work experience with a State Agency etc. Include the following: ➤ References (Contract Information – address, office/cell phone, fax, e-mail) ➤ Description of work performed including format of work submitted. (Your experience may be rated based on past experience with UDOT as well as on the information you include with this submission.) If applicable, submit a sample of your work. (Please note: your entire response including this section, is limited to 10 pages as noted on page 5 of this RFQ).